



# Job Opportunity Bulletin

## Office Technician (T)

**Tenure/Timebase:** Permanent Full Time  
**Office/Location:** California Commission on Teacher Credentialing  
Executive Office  
1900 Capitol Avenue  
Sacramento, CA 95814-4213  
**Salary:** OT (T) \$2510 - \$3050  
**Final Filing Date:** March 11, 2005 or until filled  
**Contact:** Cheryl Hickey (916) 322-6253

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### Duties:

Under the general direction of the Consultant, the incumbent performs a variety of administrative, data gathering and secretarial tasks, acting independently and taking appropriate action on matters relating to the overall operation of the office.

- Receptionist for the Executive Office, includes: greeting the public and answering telephones; provides general information regarding the California Commission on Teacher Credentialing to callers and/or directs them to a person who can assist them; and organizes and maintains a neat and clean reception area.
- Review and edit draft memos, letters and reports for established format and style; as necessary prior to final review by the Executive Director. Independently develop responses to the more routine correspondence for the Executive Director's signature.
- Maintain and keep current filing system for Executive Office. Maintain inventory of supplies and place orders when necessary.
- Assist in scheduling the hotel and travel arrangements of the Members of the Commission and Executive Director. Assist in reviewing and/or completion of travel claims for the members of the Commission and the Executive Director.
- Assist with preparation of all logistics related to the Commission meetings, as necessary. This includes preparation of the Commission agenda, meeting preparation, and review and finalization of minutes.
- Other related clerical duties as required including photocopying, special messenger activities, opening and distributing mail to Executive staff. Assists in maintaining correspondence tracking system.

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**Conditions of Employment:** Fingerprint Clearance is required.

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### Desirable Qualifications:

- Good attendance, punctuality, and work attitude
- Strong communication and interpersonal skills
- Ability to work independently and in a team environment
- Ability to meet deadlines, respond effectively to changing priorities, take initiative, and have the willingness to learn new duties
- Ability to handle sensitive and confidential assignments with tact and diplomacy

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### Who May Apply:

Individuals who possess the desirable qualifications listed above and who have eligibility for appointment to the above classifications (e.g., transfer, list or reinstatement) may apply. The appointment is subject to the State Restriction of Appointment (SROA).

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### Important Note:

Interested applicants must submit a State Application (STD 678) to the above address, Attn: Cheryl Hickey. The applications will be screened and only the most qualified applicants will be invited for an interview.

*The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.*